

Compliance Form

I, _____
Print Name and Title

reviewed and acknowledge that I have the authority to agree on behalf of

Print your agency's name

CNIPS #

to comply with all federal and state regulations and to **correct all errors** before my next Local Agency Procurement Review. This includes, but is not limited to the following:

- Correct all identified **errors** and comply with the Procurement Procedures and Code of Conduct Document(s).
- If applicable, amend existing foodservice management company (FSMC) contract to bring it into alignment with the United States Department of Agriculture (USDA's) guidelines. Your Procurement Resources Unit FSMC analyst has been contacted regarding the needed changes to your existing FSMC contract and will work with you to facilitate the federally mandated updates.
- Ensure and implement procurement training (including but not limited to the agency's procurement procedure document, any updates on federal regulations, threshold amounts, procurement methods, etc.) for all individuals who have a role in procurement.
- The California Department of Education (CDE) acknowledges the federal regulations mandating standard record retention policy. The CDE expects retention of all necessary documents that demonstrate correction of the identified **errors** in your next Local Agency Procurement Review.
- All identified **errors** must be corrected **immediately**. Your next Local Agency Procurement Review may result in disallowance of future reimbursements and/or disallowance of contract cost(s) requiring repayment to the nonprofit school food service account from a nonfederal funding source **if** all identified **errors** are not corrected and your procurement does not comply with all federal, state, and local requirements.

Signature

Date